U.S. AIR FORCE

IMT / Legacy Forms
Product Metadata Management

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Overview

- Preparation
  - File Naming Standards
  - MetaData Elements
  - File / Folder Preparation
- Product Upload
  - With MetaData
  - Without MetaData
  - Bulk without MetaData

U.S. Air Force e-Publishing 2005

Overview

- Database / Repository Load

  - Database Load

  - File Placement and Transfer

  - DISA-OKC Replication Timing

- Status Reporting

  - Product upload status and Error listing

- Product Archiving

  - First 100 IMTs Released

  - Archiving Rules

  - Product Archive Online

- Demonstrations

- Short Titles are always stored and displayed in upper case

- Cannot include special characters that are not allowed in directory path names / \ : ? " < > |

- Are consistently numbered in accordance with guidelines below

Current:	New:
AF374 (Notice)	AF374(NOTICE)
USFJ1334aEJ	USFJ133AEJ
AF375 (Front)	AF375(PG1)
AF375 (Back)	AF375(PG2)
AF375	AF375(PG1)
AF375 (Reverse)	AF375(PG2)
DD1610_HQAMC OVERPRINT	DD1610OP_HQAMC
OF630-A	OF630A

Forms and IMT Short Title Naming Convention - [Prefix] + [Number] + {Suffix}		
Component	**Description**	**Possible Values**
Prefix	Prefix Code	Organization Prefix
Number	Number	Number up to four digits; where 0 < Number < 9999
Suffix	Distinguisher for forms with the same Prefix and Number.	1, A, PG#, NOTICE, or OP_AFSC. If the first character is a number then a "-" is included otherwise it is omitted. Note: Legacy forms may include REVERSE, FRONT, or BACK but should be combined into a single form during conversion.

Air Force Publishing

Description	Example Values	Required
Security Classification	U, C, S	Y
Special Handling	NONE, FOUO, A	Y
Short Title Type Prefix	AF, 11WG, THULE	Y
Short Title Number	9900	Y
Short Title Suffix	A, 1, (PG1), 2(PG1), A(NOTICE)	N
Effective Date	1997/3/1	Y
Long Title	Request for Metadata	Y
Version	1, 2, 3	Y
Functional Code	9999	Y
Functional Statement	Replaces paper form which will be disposed of upon receipt of this form.	Y
Unit of Issue	EF	Y
Unit of Requisition	EA	N
Prescribing Directive	AFI64-1099	Y
OPR	SAF/AQCOXXYX	Y
Medium	E	Y
Source	AFPUBS	Y
OMB/GAO Number	1111-2222	N
Special Instructions	Must be completed in triplicate	N
Distribution Code	F	Y
Product Code	F	Y
Product Type	CH	Y
Privacy Act Code	I	N
Form Supercedes	AF9900, 1993/11/25	N

- Place each fileset in a separate folder

- Folder and filenames must follow Naming Standards

- Zip all filesets

  - Include subdirectories

  - Save full path info

upload.zip

AF9

AF9.xfd

AF28 68

Af2868.xf d

AF93 67

Af9367.xf d
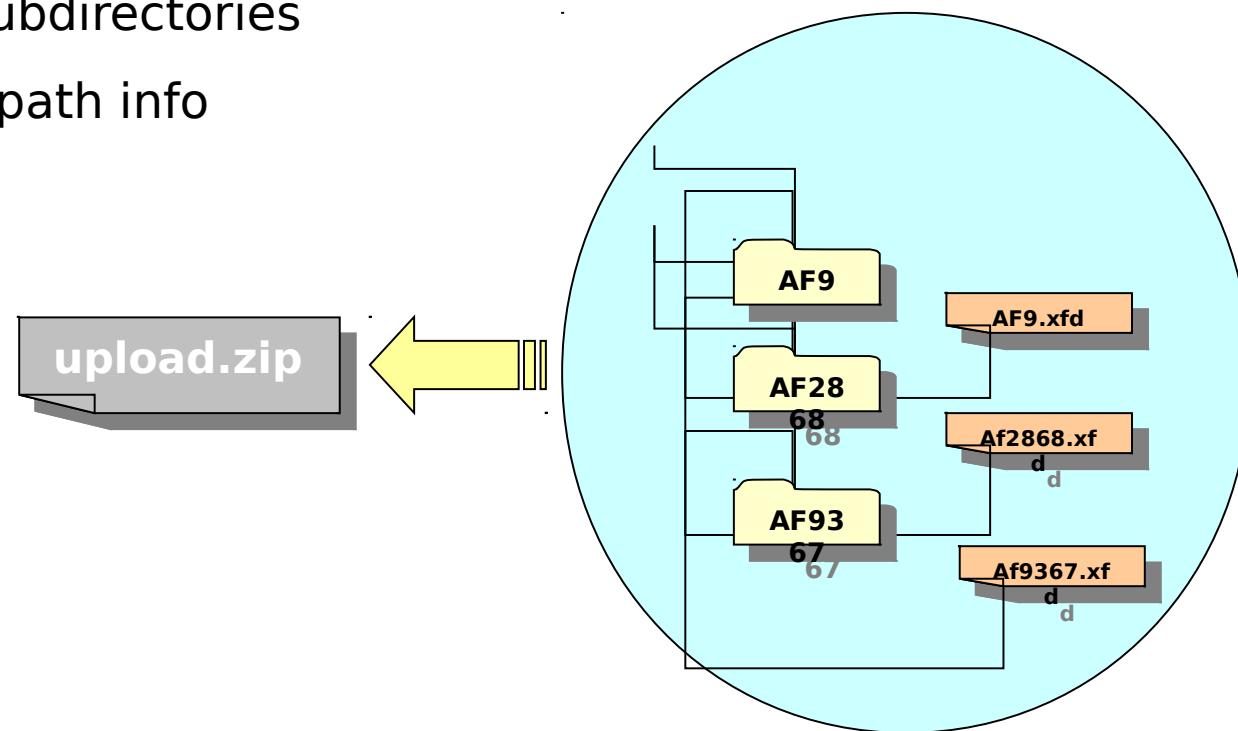
- Choosing Upload Products from the menu will present you with your upload options

- Product Upload with Metadata only requires uploading the zip file you previously created

- Supports uploading single or multiple files (separated in sub-directories) within the zip file
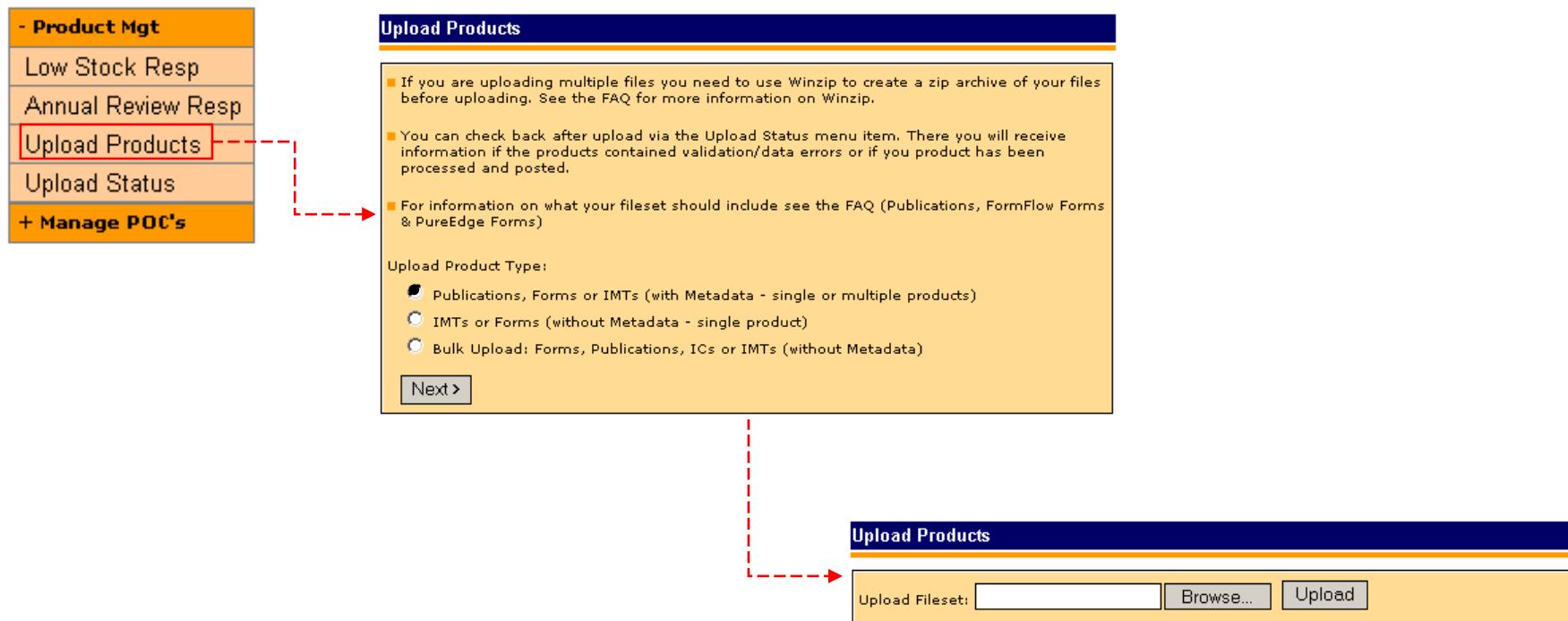
- Metadata will be manually entered into web based form

- Ability to import metadata from existing form

  - Enter Prefix, Number and Suffix

  - Click button

- Can only upload single product via this method

- Zip file folder and file standards apply

- Product Mgt
Low Stock Resp
Annual Review Resp
Upload Products
Upload Status
+ Manage POC's

Upload Products

- If you are uploading multiple files you need to use Winzip to create a zip archive of your files before uploading. See the FAQ for more information on Winzip.

- You can check back after upload via the Upload Status menu item. There you will receive information if the products contained validation/data errors or if you product has been processed and posted.

- For information on what your fileset should include see the FAQ (Publications, FormFlow Forms & PureEdge Forms)

Upload Product Type:

- ○ Publications, Forms or IMTs (with Metadata - single or multiple products)
- ● IMTs or Forms (without Metadata - single product)
- ○ Bulk Upload: Forms, Publications, ICs or IMTs (without Metadata)

Next >

Upload Products - Metadata

Fields marked in RED are required to be filled in

Short Title Prefix: | AF Communications Security

Short Title Number:

Short Title Suffix:

Click to pull existing data from Database

Security Classification: | Accountable

Fileset: | Browse...

Upload

■ Metadata will be entered into an Excel spreadsheet and saved as a Comma Delimited File (.csv)

■ Only supports multiple products of the same type (i.e. all IMTs or all Forms)

■ Zip file folder and file standards apply

■ Use for bulk upload of untagged products

- Product Mgt
Low Stock Resp
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Upload Products

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■ You can check back after upload via the Upload Status menu item. There you will receive information if the products contained validation/data errors or if you product has been processed and posted.

■ For information on what your fileset should include see the FAQ (Publications, FormFlow Forms & PureEdge Forms)

Upload Product Type:

○ Publications, Forms or IMTs (with Metadata - single or multiple products)

○ IMTs or Forms (without Metadata - single product)

● Bulk Upload: Forms, Publications, ICs or IMTs (without Metadata)

[Next >]

Upload Products - Bulk

■ All products included in the zip file should be nested in their own directory and the directory name must match the Short Title of the product.

■ A .csv (comma delimted file) must be located at the root directory of the zip file. You can create this file from Excel.

■ Only one product type (form, publication, ic or imt) can be included in a given zip file.

Upload Product Type:

○ Publications

○ IMTs

○ Forms

○ ICs

[   ] [Browse...]

[Upload]

- Metadata is validated before loading to the database

- Validation errors logged

- Depending on severity of validation errors, product may not be loaded

- Product archiving rules apply for existing products (to be discussed later)

```
<form_metadata content="array">
        <shorttitle content="array">
                <prefix>AF</prefix>
                <number>9</number>
                <suffix></suffix>
        </shorttitle>
        <secclass>U</secclass>
        <sphand>NONE</sphand>
        <date>1997/05/01</date>
        <longtitle>Request for Purchase</longtitle>
        <version>2</version>
        <funccode>6410</funccode>
        <funcstatement></funcstatement>
        <ui>EF</ui>
        <ur></ur>
        <prescdir>AFI64-109, 1994/5/4</prescdir>
        <opr>SAF/AQCO</opr>
        <medium>E</medium>
        <source>AFPUBS</source>
        <ombnbr></ombnbr>
        <spinst>NONE</spinst>
        <dist>F</dist>
        <prodcode>F</prodcode>
        <prodtype>AD</prodtype>
        <pa></pa>
        <supercede>AF9, 1995/12/1</supercede>
</form_metadata>
```

Metadata
Validation

More Info for AF9

Short Title	AF9
Date	01 Mar 1977
Long Title	Request for Purchase
Organization	AF
Functional Code	6410
Functional Area	Contracting Management
Prescribing Publication	AFI64-109
Classification	U
Version	2
Issued As	EF
Special Codes	None
Special Handling	None
Source	AFPUBS
Medium	Electronic
Pages	
Filesize	462K
Print Specifications	
OPR Organization	SAF/AQCO
OPR Telephone	NotAvailable
OPR Base	
OPR State	
OPR Zip	
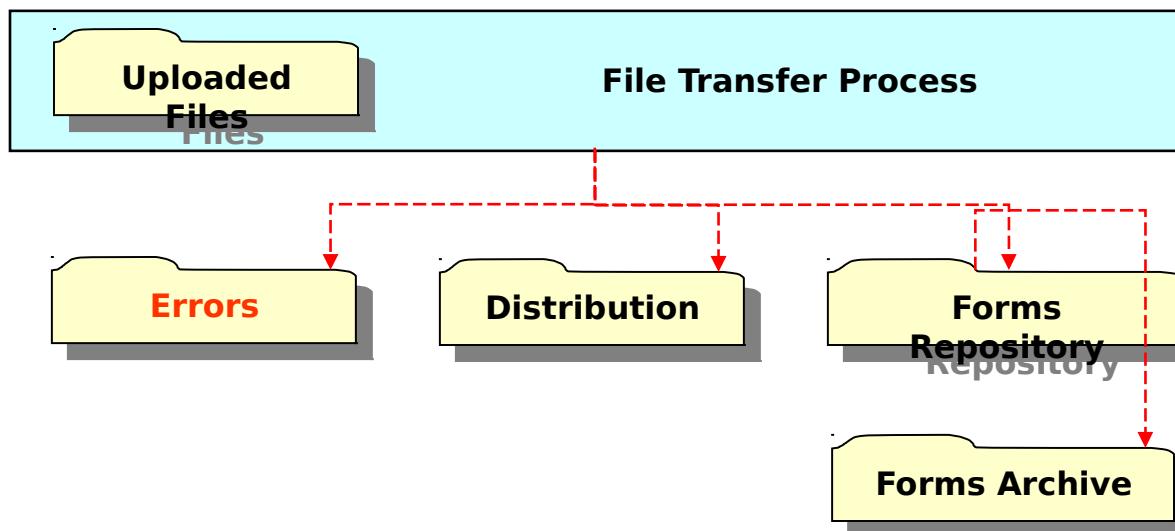
- Product moved to Errors folder

  - Fails fileset check

  - Metadata Invalid

- Otherwise, a copy is transferred to Distribution folder

  - This folder used for website and AFEPL CD

- Final copy moved to Forms Repository

  - Archiving rules apply for existing products

AFDPO – Bolling AFB Staging Area

DISA-OKC Production Site

File Transfer Process

Near real-time transfer

Distribution

Database

Database

*Updated Twice a Day
(Noon and Midnight)*
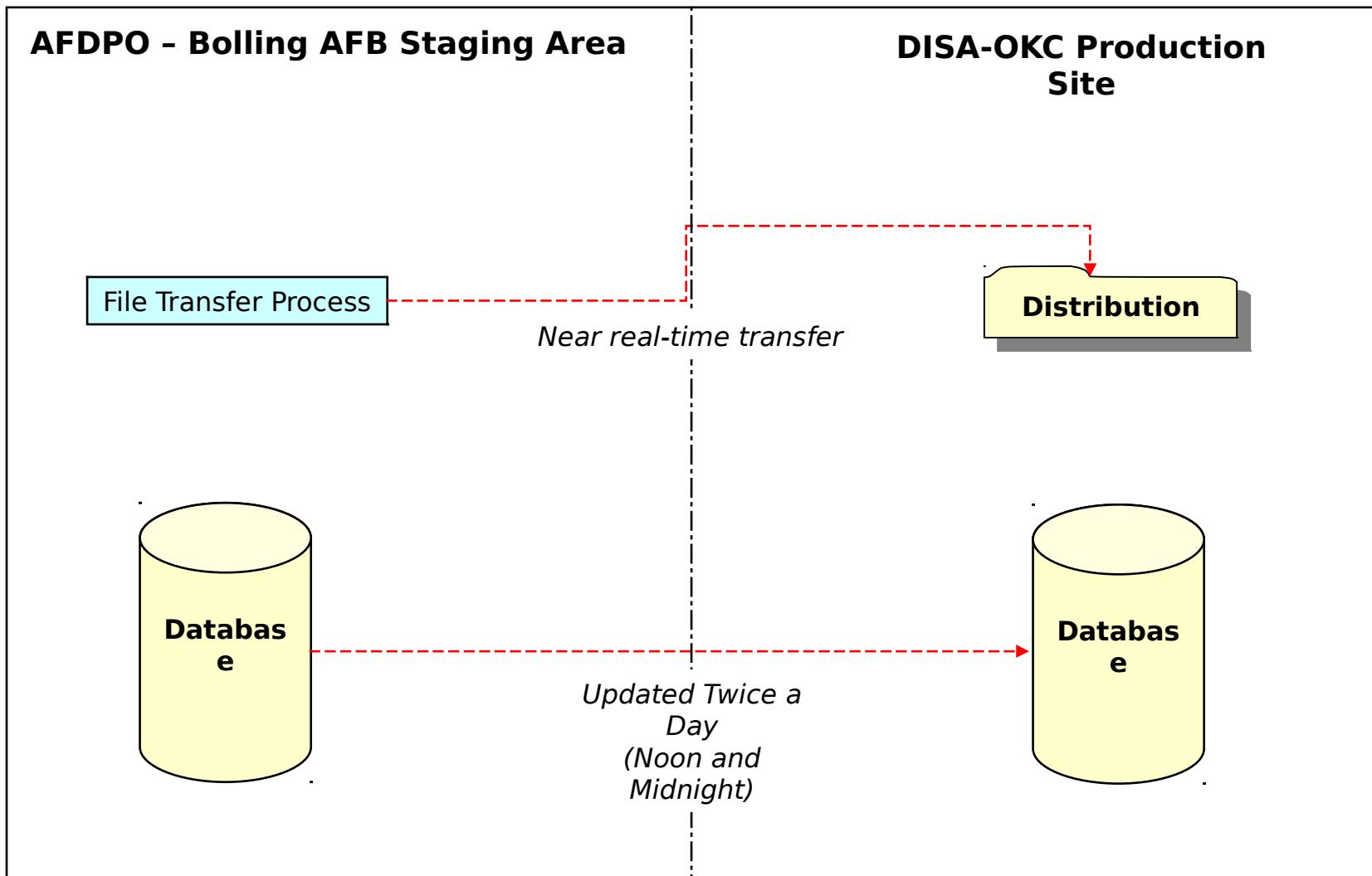
- Product upload status can be checked via the website

- If validation or file check errors occurred, Short Title is listed in red

- If errors occurred, error should be corrected and product uploaded again

- Entries will be removed after thirty days

- Product Mgt
Low Stock Resp
Annual Review Resp
Upload Products
Upload Status
+ Manage POC's
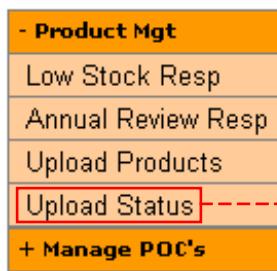
Upload Products - Error List for AF2826

The Prescribing directive AFI44-119 was not found. Make sure to upload the publication first.

Upload Products - Status Report

Short Title	Date	Stage	Error Level	Date Processed
None Found		File set unzipping	Fatal - A severe error was encountered terminating further processing	9/17/2002 6:19:07 AM
AF910	3/7/1999	Metadata database load	Information Only - May not be an actual error	9/15/2002 7:23:20 AM
AF9	3/7/1997	Metadata database load	OK - No errors encountered	9/17/2002 6:21:43 AM
AF2826	12/29/2000	File transfer	Fatal - A severe error was encountered terminating further processing	9/9/2002 11:39:23 AM

- The business rule for archiving FormFlow versions of forms are to be determined

archive

distribution

forms

af

af2863

20010623v1

af2863.xfd

source

forms

af

af2863

20010623v1

af2863s.zip

Legend

	Distribution Only
	Zipped Source and Distribution
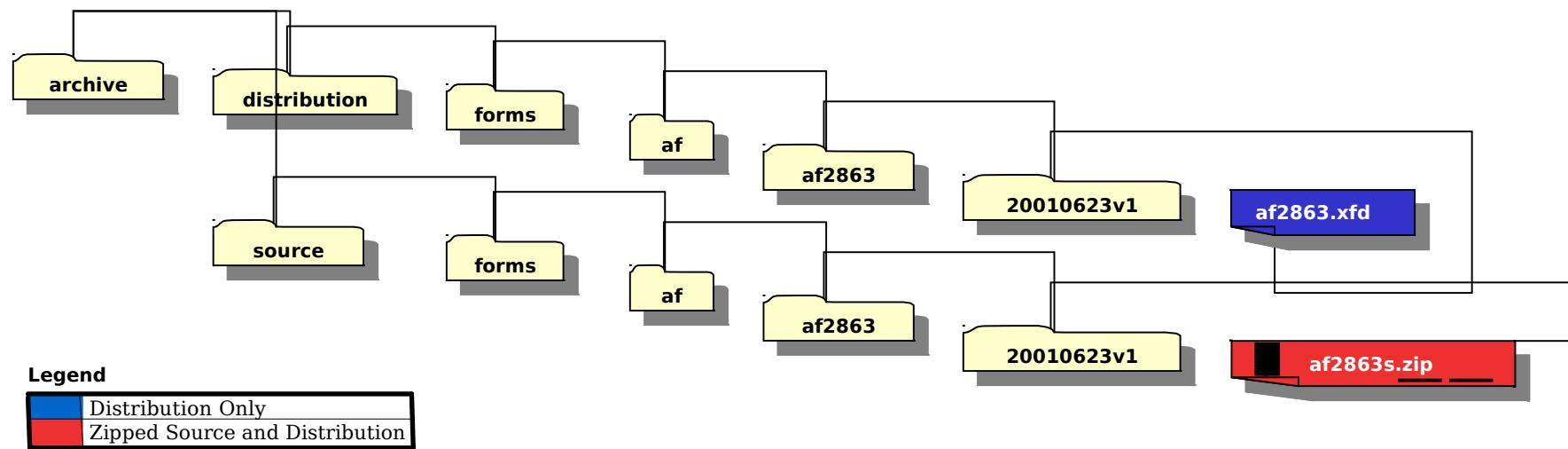
- If the Product Date or version number change, then the product is archived

- Supercede products will also be archived

- Archived product information can be viewed via the online Product Archive area

- Product Archive information available online

- Search archive to locate products

- Product can be requested from the archive

  - Approval required to receive archived product

Search ShortTitle: af3 [Go]

ShortTitle	Date	Version	Info	Request
AF3639	2/1/1998	2	?	✍
AF3843	3/1/1995	1	?	✍

Short Title: AF3639

Reason for Request: Don't have new PureEdge viewer ▼ [Submit]

Don't have new PureEdge viewer
Don't have new IMT
Required for legal purposes

Product Demonstrations

- *Product Upload*

- *Product Status Report*

- *Product Archive Online*

Any Questions?